

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING
Wednesday December 2, 2011 1:45pm
Rotunda**

1. Greeting/Call to Order.
2. Review minutes from November 16, 2011 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
4. Fiscal Agent Report - Tim
5. Program Contractor's Report – Beki
6. Chairman's Report – Jack –
7. D of A Liaison's Report – Helen
8. Public Comment – members of the public
9. Other Business/Adjourn

**STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN
ADVISORY COMMITTEE MEETING
Wednesday, November 16, 2011, 3:30 p.m.
555 Fuller Conference Room**

1. **Greeting/Call to Order.** Chairman Jack Lynch called the meeting to order at 3:34 p.m. Members present: Jack Lynch, Mary Wright, Trish Strohman, Rob Mayer, Marcia Armstrong, Dave Paton, Kristen Wrzesinski and Bill Crane. Members excused: Kathy Miller, Matt Dale and Marie Matthews. Contractors present: Tim McCauley and Beki Brandborg. Staff present: Helen Betts.
2. **Review Minutes from October 19, 2011, Meeting.** With the correction of the spelling of Helen's name in item 7, Armstrong moved, seconded by Mayer, to approve the minutes. The motion passed.
3. **Review Meeting Agenda and Advisory Council Members' Schedules for the Upcoming Meetings.** The next meetings are scheduled for December 2 (Celebration in the Rotunda), January 18 and February 15.
4. **Fiscal Agent's Report.** McCauley distributed copies of the revenue and expense reports for 2010-2011 and 2011-2012. After discussion, Wright moved, seconded by Paton, to accept the reports. The motion passed.

5. Program Contractor's Report. Paton distributed copies of a chart showing the results so far of this year's Campaign in terms of Departments that have fewer or more donors by five or more and the Departments that are about the same. Although the number of donors has decreased, the average contribution per donor has increased by about \$16 per donor. Paton will send an electronic copy of the chart to Lynch for distribution to Campaign volunteers.

Brandborg reported that she has written the volunteer debriefing survey. This year the volunteer prizes include a grand prize, a 16-inch flat screen TV. For the December 2 Celebration, she will order the food and invite our major prize donors (WalMart, Helena Motors and Toyota).

6. Chairman's Report. Lynch thanked Brandborg for her excellent work on this year's Campaign, including on the prizes.

7. D of A Liaison's Report. Betts reported that Brandborg's contract has been renewed.

8. Public Comment. There was no public comment.

9. New Business/Adjourn. Strohman reported that she is retiring at the end of 2011. She will try to find a new Council member to represent Corrections. Lynch adjourned the meeting at 4:07.